

**Country Creek Patio Home Association  
Board of Directors Meeting Minutes  
Monday, November 17, 2025 @ 10:00 a.m.**

1. Presentation by WD Yards, Will Rahorst and Bill Christiansen
  - a. Will Rahorst and Bill Christiansen answered questions about the landscape services provided by WD Yards.
2. Board Meeting Commences:
  - a. Roll Call: Board members present: John Rodwick (JR), Kathleen Wilkins (KW), Jean Citkovic (JC), Donna Wood (DW)
  - b. Adoption of Agenda: JR requested adding President's Report and Open Comment period to the agenda. Motion by DW/KW to accept the agenda as amended. Motion carried unanimously.
  - c. Adoption of Meeting Minutes: Motion by DW/KW to adopt the minutes of the 10.20.025 Board Meeting. Motion carried unanimously.
3. President's Report
  - a. HOA Services on-boarding process is going well. Our website is active at: hoaservicesco.com, Country Creek Patio Homeowners Association. An eBlast will be sent with the information. Postings include Financial, Responsibility Chart. The Welcome Letter from HOA Services is expected on 11/24/2025. It will include their contact information. Once the onboarding is complete, our relationship with Tonsfeldt will end.
  - b. Treasurer's Report: Edward Jones approximately \$503K. Interest earned over the past year is over \$30,000.
  - c. Activities Update: Donna Wood will be the Activities Liaison. The PHA Sponsored Christmas Dinner is scheduled on 12/19 at 4 pm. A new activity was added: Happy Hour, Mondays, 4-6 pm. Linda Larsen is the organizer.
4. Cost of the Community Garden
  - a. The Garden expenses
    - i. Lumber and Hardware from Lowes and Home Depot: \$5,736.49
    - ii. Granite gravel, landscape fabric, irrigation parts \$4,575.12
    - iii. WD Yards labor: 140 man hours at \$80 per hour \$11,200
    - iv. Total expenses: over \$20,000 / Budget was \$5,000.
  - b. Member Comments followed. An open meeting is scheduled Tuesday, 11/18, at 6:30 pm to discuss garden policies and procedures.
5. Audit Update
  - a. On 11/11/2025, a letter from Teresa Lehman, HFPC, formally outlined an Audit Committee demand. Our attorney's response indicated that accepting the demand for an audit committee of their choosing is not required. This correspondence will be sent to the members in an eBlast. The Board is committed to an audit and HOA services will secure bids for the audit. The bids we receive will be discussed with the community.
6. Resignation of Joyce Kurt from the Board.
  - a. A motion was made by JC/DW to accept the resignation of Joyce Kurt from the Board.
  - b. Member comments included the effective date. 11/11/2025
  - c. Vote taken. Motion passed unanimously.
7. Board Action:
  - a. Accepted the resignation of Joyce Kurt from the Board, effective 11/11/2025.
  - b. The board will investigate obtaining a credit card from Alpine Bank for purchasing pre-approved office supplies and Community Center supplies.
  - c. Approved the Board Candidate Application Packet
    - i. JR explained the Board Candidate Application Packet.
    - ii. Motion by KW/DW to accept the Board Candidate Packet as presented.
    - iii. Member Comments:
      1. What criteria does the Board use for a Board appointment? JR referenced page 3 of the packet, interviews.
      2. Appointments should end when an election can be held at the Annual Meeting.
      3. The Board has not decided whether to fill the current Board vacancy.
      4. Any applications received will be on the ballot, unless the applicant withdraws their application.
    - iv. Vote Taken. Motion passed unanimously.
8. Open Member Comments Included
  - a. Ellie Schultz reminded us that the Advisory Meeting is December 8<sup>th</sup>. Submit topics to Ellie.
  - b. Petition called for independent auditors. Why no discussion prior to the petition?
  - c. Why an independent auditor? Petition demand
  - d. What controls for the Alpine Credit Card? Board will pre-approve expenditures and set limits..
9. Adjournment.
  - a. JC/KW moved a motion to adjourn the meeting at 11:52 am
10. Respectfully submitted, Jean Citkovic, CCPHA Secretary